



COMMUNITY WELLBEING COMMITTEE

Minutes of a Committee meeting held on
Thursday 17th March 2022 commencing at 19:30hrs
in the Town Hall, 1 High Street, Cullompton, EX15 1AB

Present

Chair: Councillor Johns

Committee Members: Councillors: Buczkowski and Haslett

In Attendance:

Note: Councillors attending by remote access are not able to participate nor vote in the meeting

Officers: M Weston (Deputy Town Clerk)

There were no members of the public attending the meeting.

CW Chair's Announcements

244 The Chair did a roll call of Councillors present in the Town Hall. There were no Chair's announcements but the Chair asked Cllr Haslett to provide a brief update on the youth services provision.

Cllr Haslett said there had been a recent meeting (on-line) with the YMCA who had confirmed that they had not been able to provide youth sessions in recent months as required by the contract and would not be able to submit a proposal for youth service provision when the existing arrangement expires. The YMCA representative said that any invoice submitted would reflect the reduced service provided.

CW Apologies for Absence

245 Apologies for absence were received from Councillors Andrews, Dale and Guest.

CW Declarations of Interests

246. No declarations of interest were made regarding any items on the Agenda at this stage of the meeting.

CW Public Participation

247. This agenda item allows members of the public present at the meeting to raise matters which are relevant to the work of the Committee.

There were no members of the public present and no matters nor questions had been received by letter, email etc.

CW Minutes

248. The Draft Minutes of the meeting held on 17th February 2022 were considered. (Supporting Paper A to the Agenda)

RESOLVED that the draft minutes of the meeting held on 17th February 2022 be confirmed as a correct record.

CW Action List

249. The Action List relating to the Resources Committee was received and reviewed. (Supporting Paper B to the Agenda)

CW Financial Monitoring

250. Information about the Community Wellbeing Committee income, expenditure and commitments, compared to the 2021/22 budget estimates was received and reviewed. (Financial Summary & Graphs - Supporting Paper C to the agenda; Committee Income & Expenditure – Month 11, February 2022 - Supporting Paper D to the Agenda; Committee Income & Expenditure – Month 12, March 2022 - Supporting Paper E to the Agenda; Nominal Ledger Year-to-date breakdown of Committee Expenses & Income - Supporting Paper F to the Agenda; Committee Earmarked Reserves - Supporting Paper G to the Agenda)

RESOLVED to note the report.

CW Outdoor Team Report

251. Consideration was given to a report from the Outdoor Team about recent and planned work. (Supporting Paper H to the Agenda)

CW Comments & Complaints

252. An overview of comments and complaints which relate to the Community Wellbeing Committee was received. (Supporting Paper I to the Agenda)

CW Mayoral Chain

253. Consideration was given to work required to the Mayoral Chain and the purchase of a commemorative link and commemorative keepsake medallion (Supporting Paper J to the Agenda)

RESOLVED to request the Town Council to consider:

- i) The purchase 10 no. links for the Mayoral chain;
- ii) The procurement any additional works as required to the Mayoral Chain e.g. cleaning, adjustments;
- iii) The purchase a two-piece Platinum Jubilee Link to commemorate H M Queen's Platinum Jubilee;
- iv) The purchase of a commemorative 'keepsake' Jubilee medallion for local primary school pupils.

CW Emergency Planning

254. Consideration was given to the Town Council's Emergency Planning Arrangements (Supporting Papers to the agenda: Report – K, Plan - L & Emergency Cupboard Inventory – Supporting Paper M)

RESOLVED

- (i) That the Emergency Plan is noted with the caveat that the holder of the role of Emergency Co-ordinator needs to be able to get to the Town Hall in a timely manner.
- (ii) That the contents of the Emergency Box are reviewed

CW Upcott Field Play Area

255. Consideration was given to works required to the Upcott Field Play Area fencing (Supporting Paper N to the Agenda)

RESOLVED

- (i) That in the short -term the fence is repaired
- (ii) That contact is made with Mid Devon District Council to request S106 money for a project to rejuvenate the Upcott Field.

CW Play Area - Linear Park

256. Consideration was given to a recommendation from the Resources Committee in relation to the proposed installation of goal posts in Linear Park (Supporting Paper O to the Agenda)

RESOLVED

- (i) To write to Mid Devon District Council expressing the Town Council's disappointment that MDDC are not looking to progress the installation of the football goal post in Linear Park
- (ii) That a copy of the letter is sent to all Town Councillors

CW Members Questions

257. This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

The following matter was raised:

- Plans for Christmas Lights 2022

The meeting closed at 19:55hrs



COMMUNITY WELLBEING COMMITTEE

Minutes of a Committee meeting held on
Thursday 21 April 2022 at 19.00hrs in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Note: Councillors attending by remote access are not able to participate nor vote in the meeting but may raise questions during the agenda item for Members' Questions

Present: Councillors J Buczkowski, J Johns, M Dale, K Haslett.

Also Present: Councillor C Snow, 1 member of the public.
S Reardon (Meeting Administrator)

CW Chair's Announcements

258 The Chair may make announcements relevant to the work of the Committee.
Note: announcements are for information only and not for debate, discussion or questioning.

The Chair had no announcements to make.

CW Apologies for Absence

259 To receive apologies for absence from Councillors unable to attend the meeting.

Apologies were received and accepted from Councillors E Andrews and G Guest.

CW Declarations of Interests

260 To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

There were no declarations of interests made.

CW Public Participation

261 To allow members of the public present at the meeting to raise matters which are relevant to the work of the Committee; up to 3 minutes will be allowed for each person. (Please note people must either be present in the Town Hall or have made a written submission.)

Speaker 1 – Hayman’s Close allotments Health and Safety matter. A fence has been blown down for months (since Storms Dudley and Eunice). It needs to be address immediately; he suggested using the Heras fencing as a temporary measure.

CW Minutes

262 To confirm as a correct record, the Minutes of the meetings held on 17 March 2022 (Supporting Paper A)

RESOLVED that adoption of the Minutes of the meeting held on 17 March 2022 is deferred until the next meeting.

CW Christmas Lights

263 To consider

(i) Lessons to be learnt from Christmas Lights 2021 (Supporting Paper B).

Noted.

(ii) Christmas Lights Display 2022 (Supporting Paper C).

RECOMMENDED that, in the Higher Bullring:

- Power Supplies are to be rationalised as a priority.
- Supply pillar to be installed by Western Power Distribution at the North West portion of High Street is preferable to a junction box on the frontage of Ingleby House. New Power supply from lighting column outside The Old Manse to be installed by Devon County Council.
- Children’s Centre donation of £2,000 is to be confirmed but the project will proceed regardless.
- Partial funding is to be taken from the Town Maintenance and Town Maintenance EMR and Street Furniture EMR.

RESOLVED that, in Fore Street, Western Power Distribution are negotiated with regarding the provision of power supplies for trees in Fore Street after speaking with the Heritage Action Zone team.

RESOLVED that the Christmas lights display will consist of:

- Column features in Station Road.
- Draped light strings in the Lime Tree canopies in High Street. The are to be all one colour with pure white being preferred.
- Real trees with new (if necessary), coloured light strings at Higher and Lower Bullrings.
- 4’ trees in High Street and, if possible, Fore Street.

(iii) Quotation Template for Christmas Lights 2022 (Supporting Paper D).

RESOLVED that the Christmas Lights 2022 quotation document is approved.

CW Queen's Jubilee - Beacon

264 To consider arrangements for lighting a beacon – this is likely to be an oral report.

RESOLVED that a gas fired beacon is to be purchased and lit from the Church roof as first preference or be lit in the Cemetery as second choice. Sufficient gas is to be purchased to keep the beacon lit in accordance with Government guidelines.

CW Outdoor Team Report

265 To consider a report from the Outdoor Team about recent and planned work (Supporting Paper E).

Noted.

CW Comments & Complaints

266 To receive an overview of any comments and complaints received which relate to the Community Wellbeing Committee (Supporting Paper F).

RESOLVED that all instances of complaints regarding waste management and fly tipping are to be reported to MDDC with Ward Members copied into the report, particularly those in relation to the New Cut and Jarman's Court.

CW Haymans Close Allotments – Fence

267 To consider quotations for the replacement fencing. (Supporting Paper G).

The report indicating that there had been no quotations received was noted.

CW Members Questions

268 This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

Note: questions are to be for the purpose for obtaining information and not for debate nor discussion.

There were no member questions.

Outdoor and Maintenance Team

Supervisor's Monthly Report, 26th February – 29th April 2022

Resources

Staff

- Two staff attended the Playground Inspectors training.
- One member of staff passed their Monument Inspectors Course
- The outdoor team were issued with new phones and the supervisor with a new SIM card, these all came with new numbers.
- The supervisor has handed in her notice, her final day will be 4th May 2022
- Appraisals for team members were undertaken

Plant and Equipment

- Some of the trimmers, blowers and a lawn mower were sent over to MST for servicing. MST have now been taken over by the administrators, all the Council's equipment was collected before this occurred.
- The outdoor team have arranged with a local business to fit the throttle cable for the trimmer and complete the other servicing.
- All trimmers, blowers, and mowers were labeled using paint to make identification and link to the asset list easier

Contractors

- The pathway contractor attended a site meeting to discuss the new pathway. (This is the subject of a separate, confidential report to the Cemetery & Town Hall Committee 05.05.22)

Location Reports

Cemetery

- We have had three ashes interments and one burial
- The trimming of the Yew trees has been completed
- Work continues to expose the paths in the top park of the old cemetery by removing the grass and weed growth
- Grass growing in the hedge around Primrose section was removed.
- The Budd memorial was deemed unsafe by the examiner undertaking the assessment of the Council's member of staff for memorial safety. This was cordoned off.



Buildings

- The septic tank has been emptied
- The plaster above one of the windows in the Chapel has fallen off due to water ingress. (This is the subject of a separate report to the Cemetery & Town Hall Committee 05.05.22)



Benches and Pathways

- The contract for the pathway between the Chapel and Mortuary was completed
- The rubbing down and painting of the benches is continuing.
- The drains have been rodded, where possible.

Former Soil Pile Area

- This area was landscaped and the heras fencing removed.

Allotments

- Hayman's Close Allotments - Heras fencing panels were installed against the neighbour's fence that has blown down, as requested by Councillors.
- Tiverton Road Allotments – The skip for their rubbish has been delivered.

Upcott Field (GOAB)

- A concerned member of the public reported to the council that one of the trees in Upcott Field has a large branch that had broken off in high winds and was struck part way down. The outdoor team arranged for its removal.



The tree with the branch



The branch cleared from the tree

Play Parks

- The usual inspections and litter picks were undertaken
- The new playpark inspections sheets have been trialed and used

Tufty Park

- The corners of the safety surface around the temporary repair are starting to lift.

Rivermead

- Nothing of note to report

Culm Lea

- The inspections showed that one of the panels on the multi-play equipment has a bolt that is working loose. This was checked by staff, and it is not possible to tighten

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|---|--|
|  |  |
| <p>The play equipment with panel</p> | <p>A view of the fixing</p> |
|  |  |
| <p>Type of fixing</p> | <p>Another view of the fixing</p> |

it up without breaking the equipment, hence it is recommended that the manufactures are contracted. This poses no immediate danger, and will be checked regularly, however, in time it will become an issue.

Headweir Road

- Nothing to report

Upcott Field

- The fence was inspected more often due to the vandalism of the fencing and where necessary was made safe.

Events

Festivals

- The flags for the Spring Festival were erected and taken down
- The gazebos were loaned to the Walronds and set up and taken down.
- Traffic 'No waiting' cones were loaned to the market

Town Centre

- The Lime Trees had their lower buds removed and any additional sprouting. This should prevent them growing from these areas when the sap starts to rise.
- The lights in the lime trees were again cabled-tied out of the reach of the public



Street Market

- This was set up every Wednesday and then taken down, different arrangements were suggested and trialed.
- The Town Clerk has been appraised that the jockey wheel on the trailer used for the gazebos is not strong enough to take the weigh place into it. The only solution is to move all the weights out of the trailer when maneuvering it using the jockey wheel.

Public Toilets

- The plastic grills in the public toilets were damaged, these have been replaced.



St Andrew's Car Park

- The hedge was cut back by a contractor and the whole car park cleared of debris.
- The drains were rodded to stop the gullies flooding



| | |
|--|---|
|  |  |
| Hedge before cutting back | Hedge after cutting back |
|  |  |
| Area cleared of debris | Skip full of debris, 1 tonne in total |

Other

- The staff were asked to clean a bench which was covered in blood. This was when the supervisor was on annual leave, on the supervisor return, they recommended that staff undertake training in dealing with bodily fluids before undertaking such work. The supervisor also recommended again that they staff are given 'sharps' training; this has been discussed with the Council's new health and safety advisor and will be arranged with them.
- Glass was reported in Back Lane (Crow Bridge to the Bell INN) and removed.
- Meter reading were taken for electricity and water meters
- Posters were distributed around the town advertising for new councilors.

| Log No | Date Rec'd (time if poss) | Topic/ location | Comment/ Complaint/ Compliment and details | Council Response/ action taken | Contact method | CTC Officer | Committee | Referrals | Notes/Response | Action Needed | Complete |
|--------|---------------------------|-----------------|--|---|----------------|-------------|-----------|-----------|----------------|---------------|----------|
| 1 | 13.04.2022 | The Mill Leat | Some months ago I contacted you regarding the degradation of the Cullompton Mill Leat. I assume the total lack of action by the town council shows that their concern for the Leat was false and they would rather it resembles an open sewer. I mentioned the problem with Tesco and you said you would deal with them. Most of Tesco's fence is now in the Leat and blocking it below the bridge in Middle Mill Lane. To compound this a pile of rubbish is now backing up behind the blockage as there is no longer a fence to prevent it leaving the slum that is the Tesco site. When applying for planning permission Tesco agreed to reinforce the planting and also keep the area free from rubbish. On both counts they have failed, the whole site is now a rubbish tip. It is time that the council got off their backsides and took action rather than just talking about it. I am not impressed. XXXXXX | TC to reply | Email | DTC - TC | CW | | | | |
| 3 | 09.05.22 | roadside debris | Lady rang the Town Council to say her husband had cleared rubbish and weeds from the roadside near their house and could we arrange for it to be removed; subsequent email "Dear Joy I was beyond amazed when the two lovely employees of the town council arrived this morning to remove the dirt and debris that I spoke to you about last Saturday morning! Thank you so much for arranging that for us, and so quickly too! Kindest regards" | Arranged for outdoor team to collect and dispose of rubbish | phone / email | TC | CW & TCED | | | | |

| No. | DATE OF MEETING | AGENDA ITEM/TOPIC/ MINUTE NO. | RESOLUTION | FINANCIAL IMPLICATIONS | TO BE ACTIONED BY | PR |
|-----|--------------------------|---|---|------------------------|-------------------|---|
| 1 | 18/03/21 17/06/21 | CHIMNEY STACK | Contact Building Control. RESOLVED: Communicate with DCC Footpath Warden to establish his thoughts on the issue with the ex-chimney stack and to potentially install a fence around the structure. | TBC | DTC | Awaiting response from MDDC Building Control Manager in terms of MDDC view about how to progress. Chimney is listed and they do not wish this to be dismantled. Response received 09/03/22: <i>I have now received a response from XXXX (Conservation Officer) confirming that the structure is of local historic interest and that they will look to find the owner and discuss a repair programme with them. Hence, it is the Planning Department that will be taking action moving forward and not Building Control.</i> <i>Regards</i> <i>Building Control Manager</i> |
| 2 | 02/07/20 20 | LEAT BANK EROSION WHERE AFFECTING FOOTPATH | Clerk to write a specification for work to address the Leat bank erosion where this is/will be affecting the footpath | NIL FOR SPEC | DTC | Specification has been written. EA has confirmed a permit will be required. Volunteer Footpath Warden to arrange for DCC Warden to assess site. Work to be undertaken to establish landowners. Volunteer Footpath Warden to update. Position to be confirmed. |
| 3 | 21/01/21 | LEAT FOOTPATH WORK | i) overgrown vegetation (hedges) both on the Leat path (Footpath no. 1, close to Station Road) and on the pathway running behind the Bell public house (running down to Crow Green); ii) extend the wooden fencing on the Leat path at Higher Mill to address this potential health and safety issue where there is a high drop into the water from the public footpath. | TBC > Budget available | VFW & DTC | COMPLETED Outdoor Team have undertaken a cut of the Leat Path hedge 10/02/22 |
| 4 | 29/4/21 | LEAT INCIDENT-H&S | 1. letter is sent to Devon County Council to request, as a matter of urgency, improvements to the surface and if possible, widening of the public footpath for safety and that; 2. some form of safety rail/barrier is erected, particularly where the incident had | N/A | TC | Communication sent to Devon County Council – awaiting response. DCC Footpath Warden investigating & liaising with Tesco. In progress. Meeting scheduled (Sept) with Parish Paths Co-ordinator to consider footpath accessibility issues |

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| | | | happened i.e. where the slope (from Tesco car park) joins the foot path. | | | with a view to submitting these to DCC's Footpath Warden. Position to be confirmed. |
| 5 | 29/4/21 17/2/22 | DRAFT RESOURCE & WASTE STRATEGY | Letter is sent to Devon County Council requesting that consideration is given to the provision of a community waste facility, similar to those located in both Tiverton and Exeter e.g. for the disposal of bulky items. | N/A | TC | Involve Mid-Devon have submitted a request for a Community Waste facility – See agenda 17/02/22. |
| 6 | 20/5/21 17/2/22 | REFUSE COLLECTIONS | Concerns raised with CT Councillors by public. Make representation that the town centre needs to be considered separately. Town Clerk to draft a letter in consultation with Committee Chair. | N/A | TC & JJ | Position to be confirmed. |
| | | | RESOLVED: That following consideration by the Community Wellbeing Committee of Mid-Devon District Council's proposed three weekly waste collection cycle, that: i) a recommendation is made to the Town Council that it objects to this proposal; ii) the Town Council should write to Cullompton's Mid-Devon District Councillors to remind them of the issues that are faced in Fore Street in terms of residents refuse issues and to ascertain what they are doing to address these issues for their constituents. | N/A | TC | TC to refer to Full Council 24/03/22 & write to District Cllrs. |
| 7 | 29/4/21 | COMMUNITY NETWORKING | Options for future working practices (Supporting Paper H to the agenda). Add an agenda item for future Committee discussion/debate. | N/A | TC/DTC | Further work needed on the Terms of Reference for various Working Grps- will be added to Committee's agenda asap |
| 8 | 20/5/21 | CLEAN AIR STRATEGY | Monitoring data – where are the sensors, are they getting good representative samples? Charging points – vague and would like prioritised Strategy taking NHP into account? Limited parking – not possible for people to live in town centre and charge electric vehicles at home | | TC | Town Clerk has confirmed this has been completed; - report and a map showing where the sensors are/were. |

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| 9 | 17/06/21 | P3 WORKS EQUIPMENT | Investigate required equipment (petrol strimmer & PPE) P3 funds can be used for the purchase of these items. | TBC | DTC/ATC/V FW | ATC has investigated required equipment & costs. Additional brush cutter ordered. Harness for strimmer ordered 10/02/22 COMPLETED |
| 10 | 17/06/21 | HAYMANS CLOSE ALLOTMENT | quotations sourced for the replacement and disposal of the full boundary fence at Hayman's Close Allotment Site. | TBC | AA | DTC has written specification which will be advertised/disseminated ASAP with a view to bringing quotations to Committee 17/03/22. 12/05/2022 – Nil quotations received and the work will be carried out by Outdoor Team as soon as time allows. |
| 11 | 19/08/21 | TOP FIELD ALLOTMENT | <ul style="list-style-type: none"> (i) To purchase and install wildlife cameras. (ii) To erect notices that CCTV is operating in the area. (iii) That the budget for (i) and (ii) above is £500.00, the expenditure to be met from the Community Wellbeing general budget. (iv) That the Town Clerk is given delegated authority to implement (i) and (ii) above. (v) That the Neighbourhood Plan Policing team are contacted and a) made aware of the problem b) requested to make random visits to the Top Field allotment site c) asked for relevant suggestions to improve security. | | Outdoor Team/TC | <p>Outdoor Maintenance Supervisor has investigated cameras and has forwarded preferred options to the Town Clerk. Cameras to be purchased.</p> <p>Police are aware of the issues at the site and will undertake periodic inspections.</p> <p>Signage has been installed.</p> <p>1 x Camera has been ordered, delivered and installed. Will assess effectiveness.</p> <p>COMPLETED</p> |
| 12 | 19/08/21 | HEADWEIR PLAY AREA TREES | 1. to accept all the recommendations contained in the Tree Assessment reports and give delegated authority to the Town Clerk to appoint a contractor | | TC | Contractor has been contacted – Awaiting a start date for the works required. Oak tree has a Tree Preservation Order on it so an application has been |

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| | | | and get the work done. 2. That (i) above is subject to the usual financial limits and expenditure is met from play area running expenses. | | | submitted to MDDC. Permission for the works has been granted. Order erected close to location by the Outdoor Team. Delay with contractor undertaking the work but this will be carried out ASAP. Current position to be confirmed. |
| 13 | 16/09/21 | TOP FIELD TREES | A. J Lane Ltd. to undertake tree assessment survey i)_ Stage 1 Target Appraisal & Tree Risk Assessment; ii) Stage 2 Basic Tree Risk Assessment; Allotments budget (Code 1200) | £478.30 | DTC | Contractor has submitted report – will be added to agenda Jan'22 for consideration. January meeting cancelled – see agenda 17/02/22 |
| 14 | 21/10/21 | YOUTH SERVICES PROVISION | Recommendation Youth Services Working Group to revisits the Town Council's Youth Strategy with a view to making this into a more achievable and realistic vision. | DTC | | 8th Dec meeting re-scheduled 14/01/22. Referred to Town Council. Revise SLA for new contract commencing 01/04/2022. |
| 15 | 18/11/21 | FOOTPATH ACCESSIBILITY | Revised letter relating to Cullompton's Footpath Accessibility, including 2 no. associated maps, should be sent from the Town Council to the 4 no. addressees (as stated on the draft letter Supporting Paper I to the agenda) | N/A | DTC/TC | Letter has been revised according to comments made and agreed by members and has been forwarded to the Town Clerk to be signed. This has been forwarded as appropriate. See agenda 17/02/22 COMPLETED |
| 16 | 18/11/21 | GARDEN TRAIL COMPETITION | contact local parishes and Involve Mid-Devon to establish if they facilitate a similar project and how this is operated; ii) future agenda item | TBC | DTC | No action has been taken as yet. Add to future agenda as appropriate. Will be progressed asap. |
| 17 | 18/11/21 | ROCKET EQUIPMENT | The 'rocket' piece of play area equipment removed as a matter of urgency by the Town Council's Outdoor Team (unless there is a real objection to this by said team); Further, upon removal - ii) The area in which the equipment had been located, should then be assessed/repared with a view to making this safe or a determination made as to whether the specific area in question needs to be closed off to members of the public or indeed if the whole of the play area needs to be closed and made inaccessible. | TBC | DTC/OTS | See Outdoor Team Report Equipment removed and safety surfacing made good. Quote received from 1 no. play area company. Will be added to future agenda as appropriate – NB: Outdoor Team have made safe the surfacing. Regular play area inspections carried out by Outdoor Team. COMPLETED |

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| 18 | 18/11/21 | TREE PLANTING SCHEME | 6 no. trees for planting at Clover Drive, Cullompton; ii) Cullompton Town Council to request from Mid-Devon District Council (MDDC), permission for these trees to be planted by residents of Clover Drive; <i>“ they will need to be supported by responsible body for insurance purposes (could be you or another body – there is Sustainable Tiverton and Sustainable Crediton that are covering that sort of things off in other Towns.”</i> | N/A | DTC/ Involve/ OTS | 6 trees taken for Clover Drive. 12 trees for the cemetery + additional trees as left over. MDDC permission requested – MDDC has asked who will take responsibility for these trees: NEEDS DIRECTION |
| 19 | 17/2/22 | FINANCIALS | i) Code 4126 Play Equipment Funds - Establish why this is a negative figure; ii) EMR Code 342 (£8,119.00) - A transfer will be required from this budget to Allotment expenses Code 4200 to cover the deficit (£2,848.00) iii) Code 4096 Christmas Event budget - needs investigation to understand why this has overspent. | Various | | Will be investigated asap. Town Clerk/Finance Officer apprised. Will be investigated asap. |
| 20 | 17/2/22 | OUTDOOR TEAM REPORT – HEADWEIR RD | Report 29 November 2021 -31st December 2021– Headweir Road Play Area: two plants removed. Confirmation sought regarding whether these plants would be replaced. | TBC | TC | Plants removed will be replaced – possibly with hedge planting infill. In progress. Town Clerk to confirm with Outdoor Team Supervisor. COMPLETED |
| 21 | 17/2/22 | TOP FIELD ALLOTMENT SITE TREES | quotations should be sourced as soon as possible for each element of the tree works as required | | | Quotation Spec. to be written asap with a view to obtaining quotes. |
| 22 | 17/2/22 | CHRISTMAS 2021 | Town Clerk to investigate why work on the Christmas Lights contract was not ‘signed off’ and why contractors were not managed correctly; a report should be presented to the Community Wellbeing Committee for consideration. | N/A | TC | Town Clerk apprised. |
| 23 | 17/2/22 | CHRISTMAS – Recommendation | accept the recommendations (as per report N1 to the agenda; meeting date 17/02/2022); further, that Items J and K are of particular note. | N/A | TC | Town Clerk apprised. |

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| 24 | 17/2/22 | P3 ACCESSIBILITY - DCC | Delegate responsibility to the Deputy Town clerk, in conjunction with, it is suggested, support from Councillor Guest and Cullompton's Parish Paths Co-ordinator, to:i) share 'far and wide' the Town Council's aspirations/plans (letter; contents therein) to various strategic bodies as appropriate to include: Cullompton's Master Planning Team, Garden Village Team and Metro Group and to; ii) go back to Devon County Council regarding the immediate priorities which will require commitment, with the emphasis being that whilst it is understood the larger long-term strategic objectives will take time, the Town Council is also looking at the current 'here and now' position. | N/A | DTC VPPC GG | Both Parish Paths Co-Ordinator and Cllr. Guest apprised. To be progressed asap. |
| 25 | 17/2/22 | TOR – ANNUAL REPORT & CRIER WK GRP | RESOLVED: That following consideration by the Community Wellbeing Committee, the proposed Terms of Reference for a Working Group to make recommendations regarding the format and distribution the Town Council's Annual Report and Crier publications and subsequently to compile the content are accepted. | N/A | TC | Town Clerk apprised. COMPLETED |
| 26 | 17/2/22 | REVISED RENTAL – 1 no. plot | agree: i) The outstanding pro rata invoice of £7.50 is to be reduced by the sum of £2.50 thus resulting in £5.00 as payable; ii) Future years' annual rent for this plot should also be reduced by the sum of £2.50. | | AA/FO | Admin. Asst. apprised. Tenant informed. COMPLETED |
| 27 | 17/2/22 | Gift of A. Burrows Allotment Site – Funding Application | Approve the monies requested for physical improvements to the site; funds should be paid from the Town Council's allotment budget - Ear-marked Reserve (Code 342) TOTAL £1,010.00 | £360.00 Skip £250.00 Water pipe £400.00 Ground works | ATC/TC | Asst. Town Clerk apprised. |

| No. | DATE OF MEETING | AGENDA ITEM/TOPIC/ MINUTE NO. | RESOLUTION | FINANCIAL IMPLICATIONS | TO BE ACTIONED BY | PROGRESS/ACTION TAKEN |
|-----|-----------------|-------------------------------|--|------------------------|---------------------------------------|--|
| 21 | 21/04/2022 | CW263(ii) | <ul style="list-style-type: none"> Power Supplies are to be rationalised as a priority. Supply pillar to be installed by Western Power Distribution at the North West portion of High Street is preferable to a junction box on the frontage of Ingleby House. New Power supply from lighting column outside The Old Manse to be installed by Devon County Council. Children's Centre donation of £2,000 is to be confirmed but the project will proceed regardless. Partial funding is to be taken from the Town Maintenance and Town Maintenance EMR and Street Furniture EMR. in Fore Street, Western Power Distribution are negotiated with regarding the provision of power supplies for trees in Fore Street after speaking with the Heritage Action Zone team. | £5,000 | Assistant Town Clerk | <p>12/05/2022 – Western Power Distribution have been requested to install an additional supply pillar at the north west of High Street and Devon County Council will be installing a power supply point into Lighting Column No 7 (outside The Old Manse); with these modifications, there will be independent control of power supplies to High Street. Western Power Distribution have also been requested for assistance in powering the 4' trees in Fore Street and, once their planning department has investigated, they will let the council know.</p> <p>Quotation requests have been published, both on the Town Council's website and Contracts Finder for the renewal of the wiring in the Lime trees and for the installation of the Christmas lighting display.</p> |
| 22 | 21/04/2022 | CW264 | A gas fired beacon is to be purchased and lit from the Church roof as first preference or be lit in the Cemetery as second choice. Sufficient gas is to be purchased to keep the beacon lit in accordance with Government guidelines. | | Assistant Town Clerk/ Outdoor Team | 12/05/2022 – A gas fired beacon has been ordered and sufficient gas to light it has been purchased. The Church has, for Health and Safety reasons, not granted permission to light the beacon from the Church roof and an alternative location is being sought; it will, probably, be from the highest part of the Cemetery (West). |
| 23 | 21/04/2022 | CW266 | all instances of complaints regarding waste management and fly tipping are to be reported to MDDC with Ward Members copied into the report, particularly those in relation to the New Cut and Jarman's Court. | Nil | Assistant Town Clerk/ Admin Staff | 12/05/2022 – All administrative staff have been informed that complaints regarding waste management are reported, in the usual way, to Mid Devon District Council with Ward members included on the report. |

Steve Reardon

From: Joy Norris
Sent: 09 May 2022 15:40
To: Steve Reardon; Janet Johns
Subject: FW: Cullompton Waste Collection
Attachments: 20220428101728147.pdf

Hi,
Please see email below and attachment,
I suggest that this is reported to the next Community Wellbeing Committee and they are asked to confirm whether or not they still require a presentation / MMDC to come to a meeting.

Joy

Joy Norris
Town Clerk & Responsible Financial Officer , Cullompton Town Council
Tel: 01884 38249
www.cullomptontowncouncil.gov.uk
The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB



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From: Darren Beer [REDACTED]
Sent: 05 May 2022 14:24
To: Joy Norris <town.clerk@cullomptontowncouncil.gov.uk>
Cc: john.berry@devon.gov.uk; James Buczkowski <james.buczkowski@cullomptontowncouncil.gov.uk>; Cllr Nikki Woollatt <nwoollatt@middevon.gov.uk>; Cllr Ashley Wilce <awilce@middevon.gov.uk>; Cllr David Pugsley <dpugsley@middevon.gov.uk>
Subject: FW: Cullompton Waste Collection

Joy

Thank you for your letter inviting us to attend a meeting with yourselves on the 19 May regarding the decision taken by Cabinet in February of this year to move to three weekly bin collections at the end of September 2022. This change in our waste practice is critical for the District to reduce its carbon footprint and achieve future net zero carbon status.

There is currently a comprehensive communication and soft enforcement plan being compiled to both support residents and ensure a smooth transition for the District to begin three weekly collections in September. We are carrying out a full member briefing on the 14 June for our own District Councillors and we are very happy to send

you a copy of this presentation after the meeting so you are informed of the steps we are taking regarding preparing the District.

I have spoken with Cllr Colin Slade who is the cabinet member for this portfolio and we are very happy to attend a meeting with yourselves after the 14 June full member briefing to both listen to your concerns and issues but also answer questions from the presentation. I will send you a copy of the presentation that will be given to our members on the 14 June once the briefing has been delivered.

In the meantime I am very happy to be contacted regarding any relevant issues that you wish to raise regarding our Waste and Recycling Service.

Thanks
Darren Beer

Darren Beer | Operations Manager – Street Scene & Open Spaces | Mid Devon District Council | Unit 3 Carlu Close | Hitchcocks Business Park | Willand | EX15 3FG
Direct dial: 01884 244635 | Switchboard: 01884 255255 | Email: [REDACTED] | Website: www.middevon.gov.uk

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From: Joy Norris <town.clerk@cullomptontowncouncil.gov.uk>
Sent: 28 April 2022 10:19
To: Darren Beer [REDACTED]
Cc: 'Councillor John Berry' <john.berry@devon.gov.uk>; James Buczkowski <james.buczkowski@cullomptontowncouncil.gov.uk>; Cllr Nikki Woollatt <nwoollatt@middevon.gov.uk>; Cllr Ashley Wilce <awilce@middevon.gov.uk>; Cllr David Pugsley <dpugsley@middevon.gov.uk>
Subject: Cullompton Waste Collection

Good morning,
Please find attached a letter from the Town Council about the proposed 3 weekly waste collection in Cullompton

Joy

Joy Norris
Town Clerk & Responsible Financial Officer , Cullompton Town Council
Tel: 01884 38249
www.cullomptontowncouncil.gov.uk
The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB



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Steve Reardon

From: Joy Norris
Sent: 25 April 2022 11:57
To: 'Tina Maryan'
Cc: Janet Johns; Steve Reardon
Subject: RE: 22/00338/MOUT Outline for the erection of up to 43 dwellings and associated open space, landscaping and infrastructure

Hi Tina,

I will refer it to the Community Wellbeing Committee which is responsible for play areas and let you know – the next meeting is 19 May

Joy

Joy Norris
Town Clerk & Responsible Financial Officer , Cullompton Town Council
Tel: 01884 38249
www.cullomptontowncouncil.gov.uk
The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB



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From: Tina Maryan
Sent: 25 April 2022 10:46
To: Joy Norris
Subject: FW: 22/00338/MOUT Outline for the erection of up to 43 dwellings and associated open space, landscaping and infrastructure

Dear Joy

Please see the emails below. Could you please let me know if this is something that Cullompton Town Council would be interested in pursuing? Happy to discuss.

Many thanks
Tina

From: Steve Densham [REDACTED]
Sent: 19 April 2022 14:11
To: Tina Maryan [REDACTED]
Cc: Micheal Watts [REDACTED]

Subject: RE: 22/00338/MOUT Outline for the erection of up to 43 dwellings and associated open space, landscaping and infrastructure

not a bad shout Tina....the site at River Drive is now leased to Cullompton Town Council – so Property have no direct interest (though it would be interesting to see what was proposed – or perhaps a monetary sum).

the site has been refurbished recently and may be ‘full’ though.

Steve

From: Tina Maryan [REDACTED]
Sent: 07 April 2022 12:12
To: Steve Densham [REDACTED]
Subject: 22/00338/MOUT Outline for the erection of up to 43 dwellings and associated open space, landscaping and infrastructure

Hi Steve

For the above planning application, a small play area is proposed. Cllr Woollatt has suggested that instead of provision of a new play area, the play area at River Drive is expanded and enhanced.

Talking to the applicant, it would appear that MDDC owns the play area and the land adjacent. Would this be something that we would want to see?



Many thanks
Tina

Tina Maryan | Area Planning Officer Major Projects Cullompton | Mid Devon District Council | Phoenix House | Phoenix Lane | Tiverton | EX16 6PP
Direct dial: [REDACTED] | Switchboard: 01884 255255 | Email: [REDACTED] | Website: www.middevon.gov.uk

PLEASE NOTE: During the current Covid-19 pandemic, most officers will be working from home, unless they are sick. Please make every effort to resolve your query by email rather than by phone.

I am currently working away from the Council's office. I am unable to take incoming calls presently, however if you provide your contact details I will be in touch as soon as possible.

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Steve Reardon

From: Joy Norris on behalf of Maria Weston
Sent: 19 April 2022 14:09
To: [REDACTED]
Cc: Steve Reardon
Subject: RE: The Mill Leat

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,
Thank you for your email.
Unfortunately Maria is currently absent from work but I will make sure this is looked into and reported to the Community Wellbeing Committee.

Joy

Joy Norris
Town Clerk & Responsible Financial Officer , Cullompton Town Council
Tel: 01884 38249
www.cullomptontowncouncil.gov.uk
The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

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-----Original Message-----

From: [REDACTED]
Sent: 13 April 2022 19:19
To: Maria Weston <deputy.clerk@cullomptontowncouncil.gov.uk>
Subject: The Mill Leat

Some months ago I contacted you regarding the degradation of the Cullompton Mill Leat.
I assume the total lack of action by the town council shows that their concern for the Leat was false and they would rather it resembles an open sewer.

I mentioned the problem with Tesco and you said you would deal with them.

Most of Tesco's fence is now in the Leat and blocking it below the bridge in Middle Mill Lane. To compound this a pile of rubbish is now backing up behind the blockage as there is no longer a fence to prevent it leaving the slum that is the Tesco site.

When applying for planning permission Tesco agreed to reinforce the planting and also keep the area free from rubbish. On both counts they have failed, the whole site is now a rubbish tip.

It is time that the council got off their backsides and took action rather than just talking about it.

I am not impressed.

[REDACTED].

Sent from my iPad

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Recommended that:

- 1. A Jubilee memorial bench is purchased and placed in the Lower Bullring to replace the existing bench.**
- 2. The existing bench at the Lower Bullring is relocated to overlook the Jubilee Wood at the CCA Fields.**

HER MAJESTY THE QUEEN'S PLATINUM JUBILEE MEMORIAL

A permanent memorial to mark the Platinum Jubilee of Her Majesty the Queen would be fitting. A couple of options are available:

- A memorial bench placed at a suitable location in Cullompton.
- A granite stone, engraved with the Platinum Jubilee date, placed at a suitable location in Cullompton.

A bench is considered to be the quickest option to achieve as they are pre-manufactured and delivered; some self-assembly may be required on site. Examples of those available are attached to this report.

A couple of sites for a bench, or other memorial, have been suggested including locations in the Higher Bullring, Lower Bullring and the CCA Fields overlooking the Jubilee Wood. In each of these locations, no permissions would be required as the CCA have offered to provide a suitable location and, in the Higher and Lower Bullrings, benches have already exist and could be replaced by a Jubilee bench with the removed bench relocated. It is also considered that a Jubilee bench placed in either the Higher or Lower Bullring will be less likely to be subject to vandalism and other anti-social behaviour.

Report Author: The Assistant Town Clerk.

Report Date: 11/05/2022

JUBILEE BENCH EXAMPLES

www.belfastmetaldesign.co.uk. Stainless steel construction with minimal ongoing maintenance. Occasional sand blasting and powder coating will be required. Current list price £945.00+VAT and delivery.



www.corido.co.uk. Teak construction with more ongoing maintenance required than for metal options. Will need to be, fairly, regularly sanded and refinished and will not be as long lasting as metal options. Current list price £620.00+VAT and delivery.



www.recycledfurniture.co.uk. A recycled plastic product that will be very low maintenance and is finished in the adopted purple of the Platinum Jubilee. Current list price is £408.00+VAT and delivery.

